

The University System of Georgia Business Procedures Manual Section 12.2.1 requires each USG organization to establish a data governance structure. The data governance structure will demonstrate accountabilities for the data assets of the organization to ensure proper use and handling of data being read, created, collected, reported, updated or deleted.

This Data Governance Charter will **identify the of ices/positions responsible for fulfilling the roles defined in Business Procedures Manual Section 12.2.1.**

This charter was last updated on 10/21/2024. This charter was approved by the President on 10/21/2024.

## Roles

The Data Governance Structure shall consist of three required roles, Data Owner, Data Trustee, and Data Steward.

Each USG organization is responsible for all data read, created, collected, reported, updated, or deleted by of ices of the organization. As the chief executive of icer, the president of Middle Georgia State University is identified as the . The data owner has ultimate responsibility for submission of organizational data to the USO. The data owner has responsibility for the identification, appointment and accountability of , and providing guidance on institutional data strategy.

Data trustees are designated by the President and this charter and constitute a board of the whole. These **rustees are executives of the USG organizations who have overall responsibility for the data read, created, collected, reported, updated or deleted in their data area(s).** USG organization data trustees have overall responsibility for accuracy and timeliness of submission of data to the USO. These positions/of ices would normally be cabinet-level positions reporting directly to the entity data owner.

The President designates the following executives as data trustees:

- Provost
- All Vice Presidents
- Special Assistant to the President for Accreditation & Strategic Planning

### Data Stewards

- **S**, designated by the data trustees as a whole, are personnel responsible for the data read, used, created, collected, reported, updated or deleted, and the technology used to do so if applicable, in their data area(s). Data stewards recommend policies to the data trustees and establish procedures and guidelines concerning the access to, completeness, accuracy, privacy, and integrity of the data for which they are responsible. Data stewards act as advisors to the data trustees and have management responsibilities racy Do(e)-4 (J)tiiii c whicd, uiireat(i)-20ies sn( as



- Office of the President
  - University Counsel
  - Internal Audit of icer
- Student Affairs Division
  - Student Affairs of icer
  - Athletic of icer
  - Career & Leadership of icer
  - Housing & Residence Life of icer
  - Student Engagement of icer
  - Title IX of icer

### Chief Information Officer (CIO)/Chief Information Security Officer (CISO)

Responsibilities of the CIO and CISO are to ensure that technical infrastructure is in place to support the data needs and assets, including availability, delivery, access, and security across their operational scope.

An important part of the Data Governance Structure is group decision making. Three committees have been established to achieve this goal.

### Global Data Governance Committee

The Global Data Governance Committee (GDGS) consists of all data trustees. The GDGS is responsible for defining, implementing, and managing policies and procedures for data governance and data management functions, under the guidance of the data owner. The chair and convener of the GDGC, as appointed by the MGA Data Owner, is the Special Assistant to the President.

Specific responsibilities include, but are not necessarily limited to the following:

- Ensuring that data accessed and used by units reporting to individual areas is done so in ways consistent with the mission of the office and the USG organization;
- Appointing data stewards within each functional area. The chair of the GDGC will inform the USG organization's Data Governance Committee of data stewards' appointments, including office, name, and contact information of the incumbent;
- Identifying the Functional Data Governance Committee structure and membership;

- Defining data management roles and responsibilities contained in this section and other policy and procedure documentation;
- Maintaining documentation pertaining to data governance and management policy and procedure in a centralized and accessible location for the participant organization staff ;
- Ensuring that cybersecurity control processes detailed in the Cybersecurity section are developed and operational; and,
- Assisting the chairs of the functional and technical committees to ensure effectiveness.

**The primary role of the \_\_\_\_\_ is to ensure implementation of University System of Georgia Business Procedures Manual section 12**

The GDGC will meet at least biannually and more often as needed. A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to all committee members. The committee chair may invite any director, officer, staff member, or student representative.

The following outlines the operational procedures of the FDGC:

- Establish and approve data governance standard operating procedures (SOPs) in each division that addresses data elements, data definitions, data integrity, and quality control.

Coordinate with other departments (e.g., academic affairs, enrollment management, student affairs) to ensure consistent data practices and support cross-functional initiatives.

Monitor effectiveness of data governance SOPs and policies and formally audit annually. Update as needed to adapt to changes in technology, regulations, or institutional needs.

- Solicit feedback and make improvements to address emerging challenges and adapt to changes in the data environment.
- Solicit feedback from stakeholders to identify areas for improvement and enhance the effectiveness of data governance practices.
- Promote training and awareness of data governance issues institutionally to foster a culture of responsible data management.

Disseminate SOPs and policies via email (as record of notice) to operational areas to inform of revised procedures and/or drafting of new and distinct procedures.

- Define access levels and permissions for staff and faculty to ensure that student data is available to authorized personnel only.
- Implement role-based access controls and regularly review and update access controls.

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The following outlines the operational procedures of the TDGC:

- The TDGC will meet as needed to approve standards and procedures.
- Members of the TDGC consult with the TDGC (one) - 4 (t) w 1.5 T(l)e - 2(l)eoce rns 2D-5 (0e) - 2(l)eDf-1 1 Tf. 9102